

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**June 12, 2012**

**CALL TO ORDER**

Mayor Koch called the meeting to order at 7:00 p.m. Members present: Mayor Kent Koch, Council members Jeff France, Clark Lohr, John Neumann, and Tom Pedersen. Also present: City Clerk Cindy Patnode, Public Works Director Jeff Leuer, City Attorney Paula Callies, Medina Police Chief Ed Belland, Code Enforcement Officer Loren Kohnen, Engineer Heather Libby, and Planner Bob Kirmis.

There were five people in the audience besides the representatives.

**SET AGENDA**

The agenda was approved with the following additions:  
- under Monthly Reports – Water – Bill Readell request

**APPROVE MINUTES**

On a motion by Neumann, seconded by Lohr, to approve the May 8, 2012 Minutes as submitted.

Motion carried unanimously.

**MEDINA POLICE REPORT**

Chief Belland informed the Council of activities in May. He stated that they will have extra patrol in the area due to the closure of Hwy 55 for construction.

**UPDATE ON CUP AT 226 ST. JOHN STREET**

Attorney Callies reviewed a handout regarding Conditional Use Permits (CUP's) with the Council. She restated that this meeting tonight on the update of a CUP was not a public hearing, just an update of a current CUP.

Koehler's were at the meeting and the report back from the Code Enforcement Officer stated that no one appeared to be living in the apartment at the current time. The police have reported that there have been no police calls since May to this address.

At the current time, it appears that there are no issues.

No action taken.

**UPDATE ON FENCE AT 220 ST. JOHN STREET**

Code Enforcement Officer Kohnen updated the Council on the status of the fence at 220 St. John Street. He noted that a portion of the fence is still higher than 6'. The property owner has also added more fencing to his property but kept it at 6' so that he is in compliance with the code. He has changed the fence so that the better side faces his neighbor as required by city code. Kohnen talked to the business owner and it appears that trees are in the process of being planted and dirt/mulch will be placed around them.

Council questioned the side yard on someone's property being the front yard of the neighboring property and how that is addressed in the ordinance. The ordinance only addresses compliance on your own property.

The consensus of the Council was to direct Callies to write a letter to owner of 220 St. John Street stating that they are not in compliance with the direction of the Council from the May 8, 2012 Council meeting.

### **LAKE MINNETONKA COMMUNICATIONS COMMISSION (LMCC) REQUEST TO BROADCAST THE LORETTO CITY COUNCIL MEETINGS**

Jim Lundberg, LMCC Representative was on hand to field any questions that the Council has in regards to having the Council meetings recorded. The Joint Powers Agreement Loretto has with this organization provides this service as part of the agreement and there is no extra charge. If the Council would like to upgrade to a digital sound processing system there would be a cost in the range of \$3500 - \$5000.

On a motion by Neumann, seconded by France, to discuss the option of recording and the costs during the budget workshop that will be held in August.

Motion carried, Lohr opposed.

Council consensus was that if taping is done, they would like to have a higher quality in terms of audio as they feel that it is a valuable service to city residents.

Direction was given to place a section in the newsletter inquiring if the residents support having the Council meetings taped that will allow them to watch it on cable.

### **SIGN ORDINANCE OPTIONS-NORTHWEST ASSOCIATED CONSULTANTS (NAC)**

Planner Bob Kirmis was at the meeting to give the Council options on the changes that could be made to the sign ordinance to help clarify and take out the conflicting areas.

A lengthy discussion took place on the three options that were presented and how to best move forward for the city.

#### Summary of Discussion:

Costs; current illegal signs and how they are enforced; interim uses for signs vs. conditional use permits (CUP's); interim use would need to have a trigger on when it ends; regulations on CUP's being very specific and enforceable; changing the sign ordinance to accommodate electronic signs; off premise sign regulations; governmental signs; civic purpose vs. off-site advertising; sample of sign that the Lion's are proposing; dimming options; operations and management.

Leuer informed the Council that he has been in discussions with the Lion's regarding the sign and it appears they would donate it to the city. There would need to be an operations and maintenance agreement and certain requirements worked out. However, an agreement cannot be made until an ordinance is in place that allows this type of signage.

Neumann made a motion to request the Lion's to return to the July meeting to re-present their request. There was no second to that motion.

Council consensus was to have Leuer request the Lion's to indicate where the Council could view a similar sign prior to the next meeting.

The Council chose to not move forward with any of the options at this time and to look at it during the budget workshop.

## **RESOLUTION 2012-12, APPROVING ELECTION JUDGES**

On a motion by Lohr, seconded by Neumann, to approve Resolution 2012-12, A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2012 PRIMARY AND GENERAL ELECTIONS IN LORETTO, MN,  
Motion carried unanimously.

## **WASTEWATER COST ESTIMATE OPTIONS (WENCK)**

Wenck Engineer Heather Libby was at the meeting to review the Wastewater Summary they put together in order to comply with the city's wastewater permit.

A plan implementation update must be submitted by July 31, 2012 to comply with the Minnesota Pollution Control Agency (MPCA) annual report.

Two options that the city has are to improve the existing wastewater ponds to MPCA standards or join the Metropolitan Council Environmental Services (MCES) which serves the metro-area sewer needs through sewer lines.

Each of the options require more detailed cost accounting for the Council to determine which option would be best for the City of Loretto. A feasibility study for this would cost between \$12,000 and \$15,000.

### Summary of discussion:

Task of bringing the ponds to the current standard; opening the TMDL and the opposition that will likely face; force mains and the costs associated with that; current system that the city would be hooking up to; timelines; planning; future contingent on other stakeholders; the possibility of eminent domain over a public utility; capacity issues.

On a motion by France, seconded by Pedersen, to authorize Wenck to complete and submit a Plan for the annual report due on 7/31/12 for the cost of \$2500.

If the plan hasn't been submitted by the July Council meeting, Wenck is to provide a working draft as to what they have completed thus far.

Motion carried unanimously.

## **INFORMATIONAL ITEMS**

### Wellhead Protection Informational Meeting

Robyn Hoerr from the MN Rural Water Association led this discussion on amending the city's wellhead protection plan for its drinking water supply wells.

The goal is to protect groundwater supply vs. remediating pollution problems in the future. Hoerr reviewed with the Council a map with the following information: delineation of the wellhead protection area; drinking water supply management area boundary; and the well and drinking water supply management area vulnerability assessment. She stated that the risks Loretto has to manage are minimal due to the protective layers (well is 600+ feet deep) and few wells in the area that use that aquifer.

This informational meeting fulfills one of the requirements of the amendment.

### Redevelopment Committee (RAC) Update

No information brought forward.

### Fun Fest Update

Mary Schneider was at the meeting to give an update to the Council on the Fun Fest. Donation letters were mailed out on 6/11/12.

The City Newsletter will be going out this week and has information of the events. The buttons have been ordered and should be for sale on July 1<sup>st</sup>.

The Fun Fest has suggested that the four-plex ball field parking lot be available to overnight camping for those desiring to spend the night in Loretto. The Insurance Agent and Police Department have been notified and extra patrolling will be done if there are any campers. The Council recommended that the Committee provide volunteers for Sunday morning clean up at this location.

#### Recycling Update

Organics incentive recipient: Josh Lindberg Family

Recycling incentive recipient: Ryan Supino Family

Each will receive a \$15 credit on their recycling utility bill.

The Clean-up day was a success with 2.11 tons collected.

**\*\*\*\*\* The Attorney was dismissed at 8:45 p.m. \*\*\*\*\***

Organics Recycling - Randy's Environmental Services is introducing a new organics composting program for the City of Loretto called "Blue Bag Organics." This program will replace the current organics recycling program. This will be a voluntary program. Those choosing not to participate will see a reduction on their monthly recycling bill. Randy's will remove all the current organics carts from residences one week prior to the start of the program.

They anticipate a start date for the new Blue Bag Organics program to be mid-July. Details of the switch are still being worked on with Randy's and a letter will be sent out to the residents by Randy's outlining the new program.

A change will also be coming from Randy's regarding the recycling program sometime late Summer/early Fall.

#### Fire Consolidation Update

Leuer is requesting that the city have a representative at the fire consolidation meetings that occur once a quarter. Since he is also the Fire Chief he feels there is a conflict of interest for him to serve as the city representative. The Council authorized Patnode to attend the meetings and report back to the City Council.

#### Fire Contract Meeting

Neumann and Koch will represent the city at the fire contract meeting on Friday, June 15, 2012 at 7:30 a.m. at the Loretto Fire Department.

## **MONTHLY REPORTS**

### **City Hall**

#### Filing cabinets/tables/chairs

On a motion by Lohr, seconded by Neumann, to authorize staff to purchase filing cabinets, tables, and chairs for the new city hall location with the following conditions:

- that the surplus store is first checked out for the items;
- if not found there, then go to Sam's Club for the items;
- if not found there, only purchase the lateral files and return to the City Council for further input.
- Maximum expenditure to be \$2,000.

Motion carried unanimously.

### **Streets**

No items brought forward.

### **Water**

#### **Bill Readel request**

The Council reviewed the letter submitted by resident Bill Readel in regards to an issue with his water usage for the month of February. The Council consensus was to inform Mr. Readel that he could have his water meter replaced if he felt that it was not working correctly. However, there is a charge for that service.

### **Wastewater**

No items brought forward.

### **Parks**

No items brought forward.

### **Storm water**

No items brought forward.

## **FINANCIAL**

### **June Bills**

On a motion by Lohr, seconded by Pedersen, to approve check #'s 1147E-1168E and 19829-19874 in the amount of \$100,197.51.

Motion carried unanimously.

### **Monthly Report**

Patnode reviewed the Monthly Balance Sheet dated 6/8/12 informing the Council that the first portion of the property taxes will be sent to the city on June 20<sup>th</sup>.

### **Quarterly Report**

Patnode reviewed and commented on Revenue and Expenditure Guideline by Department that was dated 6/12/12.

## **A-Z UPDATE**

Councilor Neumann informed the Council that he spoke to Ralph Miller on June 8<sup>th</sup> by phone and invited him to the Council meeting. Mr. Miller acknowledged that he should fix the fence on his property. To date, that has not been done.

## **ADJOURN**

On a motion by France, seconded by Pedersen, to adjourn at 9:42 p.m.

Motion carried unanimously.

## **ATTEST:**

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Cynthia J. Patnode, City Clerk

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Kent Koch, Mayor